Universum International College
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Policy for Maintaining Confidentiality

August, 2024

1. Purpose

The purpose of this policy is to ensure that all students at UNI - Universum International College understand and adhere to the principles of confidentiality when handling sensitive information related to fellow students, faculty, staff, and institutional matters.

2. Scope

This policy applies to all students enrolled at UNI - Universum International College who may have access to confidential information through their academic, extracurricular, or administrative activities.

3. Definitions

- **Confidential Information:** Any non-public information that is considered sensitive or private, including but not limited to:
    - Personal data of students, faculty, or staff (e.g., names, addresses, contact details, academic records).
    - Financial information, including tuition payments and scholarships.
    - Academic materials, such as unpublished research, exam questions, or grade records.
    - Institutional information, including internal communications, meeting minutes, and strategic plans.

4. Student Responsibilities

- Access and Use: Students must access and use confidential information only for legitimate academic or administrative purposes and must not disclose such information to unauthorized individuals.
- Protection of Information: Students are required to protect the confidentiality of sensitive information by:
    - Storing physical documents in secure locations.
    - Using passwords or encryption for digital files.
    - Avoiding discussing confidential information in public or unsecured environments.
- Reporting Breaches: Any accidental or intentional breach of confidentiality must be reported immediately to the relevant faculty member or administrative office at UNI - Universum International College.

5. Prohibited Actions

Students must not:

- Share confidential information with anyone who does not have authorized access.
- Use confidential information for personal gain or to harm others.
- Retain or copy confidential information after the completion of their academic work or upon leaving UNI - Universum International College.

6. Consequences of Breach

Violations of this policy may result in disciplinary action, which may include:

- Warnings or reprimands.
- Loss of access to certain institutional resources.
- Academic penalties, including suspension or expulsion, depending on the severity of the breach.

7. Acknowledgment

All students must acknowledge their understanding and acceptance of this policy upon enrollment or before gaining access to confidential information as part of their academic or extracurricular activities.





Isabel Salvat

Chair of the Academic Council